

Spec. Code: 0303  
Occ. Area: 03  
Work Area: 593  
Prob. Period: 6 mo.  
Prom. Line: None  
Effective Date: 12/04/01

## **PROGRAM ADMINISTRATIVE ASSISTANT**

### Function of Job

Employees in this position assist in the coordination or direction of an academic or administrative program. The employees may represent their department/program to various outside entities. They work under general supervision.

### Characteristic Duties and Responsibilities

1. Provides outreach/liaison services to department/program clientele
2. Assembles data and prepares administrative reports
3. Provides assistance and/or advice in the preparation and monitoring of departmental/program budgets and expenditures
4. Prepares and/or edits proposals, budgets, reports, or public relations materials
5. Prepares specifications for requisition of equipment and supplies
6. Inaugurates cost studies and implements cost systems
7. Exercises general supervision over office personnel
8. Assists in the coordination of building alteration and maintenance schedules
9. May act for the supervisor in matters of administrative detail
10. Performs other related duties as assigned

### MINIMUM ACCEPTABLE QUALIFICATIONS

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or equivalent
2. Any one or any combination of the following types of preparation:
  - (A) Bachelor's degree in business, accounting, finance, management, marketing, economics, business administration or closely related business field

OR

(B) Bachelor's degree in a non-business related field and one year of responsible experience in supervising, organizing, coordinating or performing business or closely related activities

OR

(C) Four years of responsible experience in supervising, organizing, coordinating or performing business or closely related activities

3. One additional year of responsible experience in supervising, organizing, coordinating or performing business or closely related activities.

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Supervisory ability and knowledge of administrative methods
2. Ability to work effectively with the staff and the public
3. Knowledge of spelling, grammar, punctuation, sentence and paragraph structure and formatting
4. Ability to utilize various software packages
5. Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems
6. Ability to organize and supervise the work of others